



FEES & LEVY POLICY



POLICY: Fees & Levy Policy

As a Brisbane Catholic Education college, Chisholm Catholic College is not fully funded by government grants. For this reason, the College sets the tuition fee annually to reflect current costs in the operation of the school. As a matter of justice to all members of the community, and not to adversely affect the delivery of curriculum and cocurricular activities, the College is obliged to ensure that fees are collected at the beginning of each term in a timely fashion.

Fees and Levies collected at Chisholm Catholic College are used to provide a high-quality education following purposes which are aligned to the Vision and Mission of the College to:

Fees:

- Provide quality teaching and learning, administrative services, classroom support and facilities
- Provide essential resources, materials, facilities and equipment

Levies:

- Provide access to 1:1 College laptop program
- Assist with providing activities such as excursions
- Support the Chisholm Catholic College building program
- Maintain buildings, grounds and other facilities

The Chisholm Catholic College Parent and Community Association also collects a levy through the College fee structure to support the initiatives of the parents and community within the College.

For those families experiencing a short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Business Manager in the first instance should you experience any hardship or struggle to pay the fees or for further information concerning the concession application process.

College Fee and Levy Collection Process

1. College fees and levies are charged at the beginning of each term in accordance with the College Fees and Levies Schedule (available on our Website and Parent Portal).

2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.

3. Where a parent/caregiver believes financial circumstances have arisen that will prevent or delay the payment of the College fee account, a variety of options are available:

a. Extension of Time

If an extension is required, please contact the College finance staff prior to the due date.

b. Payment Plans

Payment of the College fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the College year or as negotiated with the Business Manager.

c. Fee Concessions

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| Approver: Principal | Issue date: 18/09/2019 | Next review date: 18/09/2020 |
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In cases of financial hardship an application may be made for a fee concession.

- i. Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
- ii. A confidential, compassionate and just approach under the mission and values of Brisbane Catholic Education and Chisholm Catholic College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education Colleges for assessing eligibility.
- iii. Concession applications must be made in writing and forms are available at the College finance office.
- iv. All matters are dealt with on a confidential basis.
- v. Concession Agreement forms must be returned together with a current Direct Debit Authority before any concession is applied.
- vi. In cases where the Concession determined is considered to be insufficient, an interview with the College Principal is recommended.

Once a fee concession is granted, it is essential that this commitment is honoured in full and on time. The College's offer of concession is dependent upon the account being kept up to date and therefore a Direct Debit payment authority must be in place. If family circumstances change the College must be informed immediately.

4. Recovery of Unpaid Fees

In fairness to families who pay their College fees and levies regularly and on time, the College will follow up all overdue College fee accounts, as normal procedure and requirement of BCE.

- a. A reminder statement will be issued within 7 days to any family who has not settled their College fee account by the due date (where a payment plan or other arrangements are not in place).
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the College's debt collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.



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Agreed Payment Plans

As mentioned in point 3b above, our College offers families the opportunity of paying the College fee account by regular instalments over the course of the year. All agreed payment plans must be organised to include a regular schedule that will clear the College fees account by the last day of the College year. Any extensions to an Agreed Payment Plan must be negotiated with the Business Manager. To establish an Agreed Payment Plan, direct debit forms are available on the College website, Parent Portal or from the College finance office.

Late Start Enrolment

New students entering Chisholm Catholic College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term at the Principal's discretion.

Withdrawal of Enrolment

Written notice must be given for the withdrawal of a student during the term preceding the student's exit. Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees, a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student laptops and accessories, textbooks, library books and other College loaned property are to be returned to the College. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

In the instance where school fees are in credit a refund will be considered. However, no fees will be reimbursed until the parent discusses the reason for exit and all resources (including Textbooks, laptop and library books) are returned to the College.

Extended Leave / Holding an Enrolment Place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous leave occurrences, and the existence of student waiting lists.

For further clarification regarding the above College fee and levy collection process, please contact the College's Business Manager.

Phone: 07 3209 0700 Email: scornubia@bne.catholic.edu.au



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References:

Brisbane Catholic Education – *Privacy Policy* -

<http://www.bne.catholic.edu.au/aboutus/pages/privacy.aspx>

Catholic Education Commission (2012) – *Enrolment of Students*, Brisbane -

<http://www.cec.qld.edu.au/policies/Policy%20Documents/Enrolment%20of%20Students.pdf>

Catholic Education Council (2008) – *Financial Accessibility of Catholic Education Schools Policy*, Brisbane -

<http://www.cec.qld.edu.au/policies/Policy%20Documents/Financial%20Accessibility%20of%20Catholic%20Education%20Schools.pdf>

Catholic Education Council (2019) – *Students who are at the Margins of Society and/or Out-of-Home Policy*, Brisbane -

<http://www.cec.qld.edu.au/policies/Policy%20Documents/Students%20Who%20are%20at%20the%20Margins%20of%20Society%20and%20or%20Out-of-Home.pdf>

Chisholm Catholic College (2019) – *2019 Fee Structure* -

<http://www.chisholm.qld.edu.au/enrolment/Documents/Fee%20Structure%202019.pdf>

Policy Review

This policy will be reviewed annually or as:

- New developments/research occurs
- Legislation updates occurs
- Brisbane Catholic Education or requirements change

Authorisation

The Chisholm Catholic College Pastoral Board endorses this policy, which has been determined in consultation with staff and parents. This policy takes effect as of July 2019 and is authorised by the Chisholm Catholic College Principal.

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